



WALTHAMSTOW HALL SEVENOAKS

EXAMINATIONS: Disability in Public Examinations

Introduction:

Walthamstow Hall is committed to ensuring the best possible progress and quality of life for all our students and staff, whether disabled or otherwise. Any pupil who meets the School's general Admissions criteria, and will benefit from the all-round education offered at Walthamstow Hall, will be welcomed.

Policy Aim

It is the School's aim to ensure that no pupil, potential pupil, or member of staff is put at a substantial disadvantage compared to any other member of the school community because of disability. The School is committed to making reasonable adjustments to minimise any barriers to learning, participation, assessment and achievement.

This policy will outline the various measures that will be put into place to ensure a successful outcome of this aim.

Before the examination

Candidate's disability and any special needs for the examination should be assessed by the school as early as possible so as to provide the best support possible – this will normally take the form of an access arrangement.

The school should consult the examination board at the beginning of the course to ensure that the necessary access arrangements can be put into place before they undertake to enter the candidate for examinations which require skills to be demonstrated which are beyond the scope of the candidate.

The access arrangement deemed necessary for the particular candidate can be applied for in the following way: go to relevant awarding body's website and input candidate's details and examinations to be taken. Choose the appropriate access arrangement(s) required for the candidate from the list shown. Answer all of the questions about the evidence you have on file to support the application. Make a record of the application outcome.

During the examination itself

The help offered will depend upon the individual need of the candidate. It might be appropriate to offer one or more of the following:

- extra time;
- supervised rest breaks;

- readers;
- scribes;
- word processors;
- transcripts;
- sign language assistant;
- script in Braille;
- colour paper;
- enlarged paper.

Organisation: Where a pupil has mobility problems that preclude her reaching certain classrooms, the School will every effort to arrange for accessible rooms to be available for examinations, including the provision of separate invigilation.

During the examination period the school will ensure that a school nursing Sister will be normally available for support and consultation.

NB. Policy on Access and Evacuation

It is the School's policy not to provide mechanical means of access to areas of the site for disabled pupils from which it would be difficult to evacuate them in the event of an emergency. This means that the provision of passenger and stair lifts, which the fire service advises, should not be used for emergency evacuation because of the risk of power failure, will not be fitted to allow access to areas such as the library in the Senior school and the top corridor classrooms and Art room in the Junior school.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2019
Next Review June 2020

Signed: Date:

Mrs J Adams
Chair of Governors